



**GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
PORT HEALTH ORGANIZATION
MARMAGOA GOA 403 803**

SUO MOTU DECLARATION UNDER SECTION 4 OF RTI ACT 2005

1. Organization and function

(1.1).Particulars of the Organization, functions & duties (Section 4(1)(b)(i)) :

1.1.1. Name and address of the Organization:

In the year 1961 after the liberation of Goa from the Portuguese regime, the Marmugao Port Health Administration was taken over by the Health Department of Union Territory of Goa. Daman & Diu. Subsequently the Ministry of Health and Family welfare, Government of India took over the administration of Port Health Organization, Marmagoa, Goa on 11th August 1969.

Port Health Organization Marmagoa Goa is situated at Marmugao Harbour area, Goa - 403803.

1.1.2 Head of the Organization:

Senior Class I CHS Doctor has been posted as Port Health Officer. Current Head Dr Papiya Das PHS GRADE I

1.1.3 Vision, Mission and Key objectives:

The main functions of Port Health Organization, Marmagoa, Goa are enforcement of Indian Port Health rules/Acts/WHO guidelines/ International Health Regulations while carrying out works at Port Health Organizations. It also carries out implementation of FSSAI Act 2006 within limits of Marmugao port .being a subordinate office directives and orders are received from DGHS MOHFW

1.1.4 Functions & Duties:

1. Inspection of ship/vessels (including sanitation and issuance of Ship Sanitation Control and Ship Sanitation Control Exemption certificate), baggage, cargo, containers, goods, Postal parcels and human remains from departing and arriving ships/vessels, so that they are in such a condition that they are free of sources of infection or contamination, including vectors and reservoirs.
2. Health screening and medical examination of travellers for yellow fever, H1N1, Dengue, Ebola Virus Diseases (EVD), (MERS-CoV) Middle East Respiratory Syndrome Corona Viruses, ZIKA disease, covid virus
3. Supervision and coordination of measures so that facilities used by travellers at points of entry are maintained in a sanitary condition and are kept free of sources of infection or contamination, including vectors and reservoirs;
4. Responsible for the supervision of any deratting, disinfection, disinsection or decontamination of baggage, cargo, containers, conveyances, goods, postal parcels and human remains or sanitary measures for persons, as appropriate under these Rules
5. Advise conveyance operators, as far in advance as possible, of their intent to apply control measures to a conveyance, and shall provide, where available, written information concerning the methods to be employed;
6. Responsible for the supervision of the removal and safe disposal of any contaminated water or food, human or animal waste, waste water and any other contaminated matter from a conveyance;
7. Take all practicable measures consistent with the Indian Port Health Rules, to monitor and control the discharge by ships of sewage, refuse, ballast water and other potentially disease-causing matter which might contaminate the waters of a port, river, canal, strait, lake or other international waterway;

8. Responsible for supervision of service providers for services concerning travellers, baggage, cargo, containers, conveyances, goods, postal parcels and human remains at points of entry, including the conduct of inspections and medical examinations as necessary;

9. Have effective contingency arrangements to deal with an unexpected PHEIC and the measures to deal with it to all the concerned agencies at the port;

10. Responsible for coordinating additional health measures at the port as decided by the Central Government in the event of PHEIC like passenger screening, isolation & quarantine, contact listing, ship disinfection, transportation, arranging logistics for various public health measures etc.

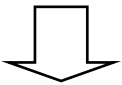
11. Rendering Yellow fever vaccination to international travellers.

(1.1.5) Organization chart:

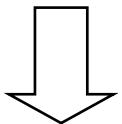
MOHFW



DGHS



CENTRAL INTERNATIONAL HEALTH DIVISION



PORT HEALTH ORGANIZATION MARMAGOA GOA

1.1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

In the year 1961 after the liberation of Goa from the Portuguese regime, the Marmugao Port Health Administration was taken over by the Health Department of Union Territory of Goa. Daman & Diu. Subsequently the Ministry of Health and Family welfare, Government of India took over the administration of Port Health Organization, Marmagao, Goa on 11th August 1969.

Port Health Organization Marmagao Goa is situated at Marmugao Harbour area, Goa – 403803 port health organization Marmagao is a subordinate office under DGHS MoHFW .

(1.2) Powers and duties of its officers and employees (Section 4(1)(b)(ii)):

1.2.1 . Powers and duties of officers (administrative, financial and judicial)

Port Health Officer:

Administrative:

1. Head of Office declared as Head of Department under Delegation of Financial Powers Rules, 1978 with statutory & administrative powers delegated by administrative Ministry.
2. Appointing & Disciplinary Authority for certain Group C posts.
3. Controlling Officer for officers and staff of the establishment.

Financial:

1. Head of Office and Drawing & Disbursing Officer for the establishment
2. Statutory powers delegated under Delegation of Financial Powers Rules, 1978.

Others: Statutory Authority with powers to implement the Regulations, Acts and Rules administered by the authority.

2. Medical Officer:

Same powers and duties of Port Health Officer under International Health Regulations (2005), the Indian Port Health Rules etc related to substantive functions.

Powers and duties common to both as above:

1. Clearance of Quarantine Ships Coming to Marmugao Port.
2. Granting of Health Clearance to ships.
3. Issue of free pratique/radio pratique certificates to ships coming to Marmugao Port
4. Inspection of vessels for granting Ship Sanitation Certificates (SSCEC/SSCC/Extension}
5. Inspection of Medicine Chest and issuance of Medicine Chest Certificate
6. Dead body clearance
7. Clearance of Imported used clothing, old woollen rage etc.
8. Inspection of water Barges & water sampling in Dock.
9. Supervision and Monitoring of Sanitation of Marmugao Port premises.
10. Supervision and Monitoring of vector control and anti-rodent activities carried out by Marmugao Port Trust.
11. Inspection and issuance of Licence to FBO in the Dock premises.
12. To attend Administrative work
13. Vaccination against Yellow Fever disease to International travellers and issuance of International Certificate at Yellow Fever Inoculation Centre.
14. Training of Stakeholders and staff as and whenever necessary.

1.2.2 Power and duties of other employees

Powers: Being Subordinate staff, No independent powers.

Duties: All ministerial and non-ministerial staff to perform duties allocated by Head of Office for works related to establishment, accounts, stores etc. including assisting officers in substantive functions.

1.2.3) Rules /orders under which power and duty are derived and exercised Rules, Regulations, Instructions, Manuals and Records for Discharge of Function (Section 4(1)(b)(v)):

Acts:

1).The Indian Ports Act, 1908. 2).The Merchant Shipping Act, 1958. 3).Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR). 4).Sea Customs Act & Regulations. 5).Epidemic Diseases Act 1897.

Rules:

1).The Indian Port Health Rules, 1955. 2).The Unberthed Passenger Ships Rules, 1954. 3).The Merchant Shipping (Carriage of Medical Officers) Rules, 1961. 4).The Merchant Shipping (Medicines, Medical Stores and Appliances) Rules, 1994. Regulations: 1).The International Health Regulations (2005)

1.2.4 Work allocation

Duties: All ministerial and non-ministerial staff to perform duties allocated by Head of Office for works related to establishment, accounts, stores etc. including assisting officers in substantive functions.

(1.3). Procedure followed in the decision-making process, including channels of supervision and accountability (Section 4(1)(b)(iii)):

This organization is a Field Unit established for the detailed execution of policies of the Government of India.

Dealing Assistants to DDO /Head of Office. No intermediate supervision is available.

The Port Health Officer is accountable for decisions taken in the matter related to administrative as well as substantive functions attended by him and Medical Officer/Deputy Port Health Officer is accountable in the matter related to substantive functions allocated and executed by him/her at this subordinate office level.

1.3.1 Process of decision making - Identify key decision making points

Decisions and power of execution lies with Port Health Officer and assisted by subordinate employees .

1.3.2 Final decision making authority

Port Health Officer Goa is the final decision making authority

1.3.3 Related provisions Acts:

1).The Indian Ports Act, 1908. 2).The Merchant Shipping Act, 1958. 3).Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR). 4).Sea Customs Act & Regulations. 5).Epidemic Diseases Act 1897.

Rules:

1).The Indian Port Health Rules, 1955. 2).The Unberthed Passenger Ships Rules, 1954. 3).The Merchant Shipping (Carriage of Medical Officers) Rules, 1961. 4).The Merchant Shipping (Medicines, Medical Stores and Appliances) Rules, 1994. Regulations: 1).The International Health Regulations (2005) , acts, rules etc.

1.3.4 Time limit for taking a decisions, if any

Port Health organization works in tandem with other organizations and port authorities in facilitating trade ongoing in the port with actions related to health and hygiene in the core of every decision as shipping Trade is a time sensitive business . decisions are made with best possible durations with circumstances in hand . no such official time limits are laid down at present time limits are inherently present with the type of vessel clearance and services given to the vessel

1.3.5 Channels of supervision and accountability

no immediate hierarchy of supervision present in this office above the Port Health Officer as a subordinate office this office follows guideline as mandated by the DGHS MOHFW from time to time accountability of actions of this office lies with Port Health Officer .

(1.4). Norms for the discharge of functions (Section 4(1)(b)(iv)):

The functions are in accordance with the enacted Acts. The Norms for the discharge of functions have been prescribed through Rules made by the Government under respective Acts administered by this organization.

1.4.1) Nature of Function/Service Delivery

A) Related to clearance of Vessels: -

a.) Clearance of Vessels: - Issuance of Radio & Free Pratique, Health Clearance. b.) Inspection and Issuance of Ship Sanitation Certificate to Vessels: - c.) Inspection of provision and Issuance of Provision certificate: - d.) Inspection and Issuance of Medicine chest certificate: - e.) Clearance of Dead body:

B) Inspection of water supply to ships & water barges

C) Sanitary Inspection and Monitoring and Supervision of Sanitary, Vector & Rodent control in docks and surrounding areas: -

D) Monitoring and Supervision of sanitation of facilities for port users: -

E) Monitoring and Supervision of sanitation control of cargo handling areas and yards

F) Medical examination of fresh seamen as and when referred by the Shipping Master

G) Vaccination for Yellow Fever Disease to International travellers and issuing duplicate certificates

H) Licensing of Catering Establishment

1.4.2) Process by which these services can be accessed

Vessel related clearance services are accessible via online platform SAGAR SETU a flag ship , platform bringing together businesses and the regulating authorities for facilitating seamless shipping trade , Similarly FSSAI related works are done with foscus platform . Other services can be availed by direct appointment and email to this office

1.4.3 Time-limit for achieving the targets

Shipping trade being a time sensitive trade the time limits for services are fixed with nature of ship movement and services requested . FSSAI licensing is already a time bound exercise in built in foscus platform .

1.4.5 Process of redressal of grievances

Any grievances can be addressed with direct approaching with PHO . and in case of inability for approaching in person email redressal are also done by this office . and of course RTI is always a tool

(1.5). Rules, Regulations, Instructions, Manuals and Records for Discharge of Function (Section 4(1)(b)(v)):

The Discharge of functions of this Authority and its employees is in accordance with the following Acts, Rules, and Regulations:

Acts:

1. The Indian Ports Act, 1908.
2. The Merchant Shipping Act, 1958.
3. Food Safety and Standard Act, (FSSA)-2006 & Food Safety and Standards (Packing and labelling Regulations), (FSSR)-2011 by assisting the Customs department for clearance of imported food and acting as Designated Officer for Food Catering Units within Port Areas.

Rules:

1. The Indian Port Health Rules, 1955
2. The Unberthed Passenger Ships Rules, 1954
3. The Merchant Shipping (Carriage of Medical Officers) Rules, 1961
4. The Merchant Shipping (Medicines, Medical Stores and Appliances) Rules, 1994.

Regulations:

1. The International Health Regulations (2005)
- 2.

(1.6). Statement of the categories of documents under control(Section 4(1)(b)(vi)):

I. Documents related to substantive functions:

Category A: Nil

Category B-Keep-Permanent:

1. Copy of Acts, Rules, & Regulations administered by this Public Authority.
2. Guidelines & Instructions issued by Higher Authorities.

Category C-10 Years:

1. Register regarding Health Certificates of ships.
2. Register regarding Medicine Chest Inspection Book.
3. Register regarding Provision and Water Inspection on Board under Merchant Shipping Act, 1958.
4. Register regarding Licence to Food establishments inside port area.
5. Register regarding Food Inspection Bill of Entry for Home Consumption.
6. Register of Ship Sanitation Control/Control Exemption Certificates.

Category C –5 Years:

1. Register of Health Clearance of Ships.
2. Register of Health Clearance of Ships Arriving from Yellow Fever Infected Area.
3. Quarantine Register.

4. Register of Licence issued to Catering Establishments under FSSA, 2006.
5. Register of Medicines Chest Certificates.
6. Register of Dead Body Clearance correspondence file.
7. Certificates of Analysis of Imported Food Samples.

Category C-3 Years:

1. Ship Sanitation Control/Control Exemption Certificates issued.
2. Licenses to Catering Establishments in Port area
3. Dead Body Clearance Certificates.
4. Certificates of Health Inspection.

Category C-1 Year:

1. Maritime Declaration of Health
2. Messages from ships
3. Pratique granted File
4. General correspondence on quarantine matters
5. All other routine correspondence on substantive functions.

II. Administrative and financial records:

All records are maintained for Establishment and account management as prescribed under relevant rules.

1.6.2) Custodian of documents/categories Port Health Officer, Port Health Organization, Marmagoa, Under Central International Health (CIH) Division, Directorate General of Health Services.

(1.7).Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

Being a Subordinate Authority established for implementation of Policies of the Government of India, this authority has no role in the formulation of Policies. Representation for public in relation to implementation of policies is possible through the constitution of specific committees. At present, no such committee exists.

For smooth operation of the office and directives given time to time the following committees are present in this office

- 1) **A Committee is functioning for screening of employees for grant of financial up gradations under the Modified Assured Career Progression Scheme**
- 2) **Internal Complaints Committee under Prevention Of Sexual Harassment of women In Government Offices (positions are held until in office/ transferred to other office) powers and duties are as per POSH ACT 2013 date 05.10.2022**

1.	DR PAPIYA DAS (PORT HEALTH OFFICER)	CHAIRPERSON
2.	DR NEENU ROBIN (MEDICAL OFFICER)	MEMBER SECRETARY
3.	DR ASHISH MANDRELLE (DEPUTY PORT HEALTH OFFICER)	MEMBER
4.	SHRI RATNAKAR VELIP ((MTS)	MEMBER

- 1) **OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE (positions are held until in office or transferred to other office no specific term/ tenure present)**

01	DR PAPIYA DAS	CHAIRPERSON
02	DR ASHISH MANDRELE	MEMBER
03	DR NEENU ROBIN	MEMBER

3) **OFFICE COMMITTEE(positions are held until in office or transferred to other office no specific term/ tenure present)**

01	DR PAPIYA DAS	PORT HEALTH OFFICER
02	DR ASHISH MANDRELE	DEPUTY PORT HEALTH OFFICER
03	DR NEENU ROBIN	MEDICAL OFFICER
04	SHRI RATNAKAR VELIP	MTS

Meetings in the above committee are internal official meetings ,accessibility on the information can be obtained by RTI

(1.8). Directory of Officers and Employees (Section 4(1)(b)(ix) :

SL NO	OFFICER / EMPLOYEE	CONTACT DETAILS
01	Dr Papiya Das Port Health Officer,	Tel. No.0832-2993530 Email - phogoa@gmail.com
02	Dr Ashish Mandrelle Deputy Port Health Officer	Tel. No.0832-2993534 phogoa@gmail.com
03	Dr Neenu Robin Medical officer	Tel. No.0832-2993534 phogoa@gmail.com
05	Shri Manjeet (Health Inspector)	Tel. No.0832-2993534 phogoa@gmail.com
06	Shri Ratnaker Velip (MTS)	Tel. No.0832-2993534 phogoa@gmail.com
07	Shri Amit Nain (field worker)	Tel. No.0832-2993534 phogoa@gmail.com
08	Shri Krishna kumar upadhyay (field worker)	Tel. No.0832-2993534 phogoa@gmail.com

(1.9). Monthly remuneration received by officers and employees (Section 4(1)(b)(x) :

Staff Position: The total sanctioned staff strength of Port Health Organization, Marmagoa is 8 nos.. They are as follows with their pay scales:

Sr.No	Name of the Post	Sanctioned Number	7th PAY COMMISSION Pay level	Remarks
1	Port Health Officer	1	Level 13 plus NPA as admissible	
2	Medical Officer	01 MO	Level 10 plus NPA as admissible	
		01 SMO	Level 11 plus NPA as admissible	
3	Health Inspector	01	Level 6	
3	MTS	1	Level 3	
4	Filed Worker	2	Level 1	

(1.10). Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]:

<u>CPIO</u>	<p>1. Name of the Officer - Dr.Ashish Mandrelle SMO 2. Designation –Deputy Port Health Officer. 3. Address - Port Health Organization Marmagoa Goa, Marmugao Harbour area Goa- 403803 4. Telephone No - 0832-2993534 5. E-Mail ashish.mandrelle@gov.in pho-mhfw.goa@nic.in</p>
Appellate Authority:-	<p>1. Name of the Officer - Dr. Papiya Das 2. Designation - Port Health Officer. 3. Address - Port Health Organization Marmagoa Goa, Mormugao Harbour area Goa- 403803 4. Telephone No - 0832-2993530 5. E-Mail pho-mhfw.goa@nic.in</p>

(1.11). No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)):

Nil

**1.11.1 Number of employees against whom disciplinary action has been (i)
Pending for minor penalty or major penalty proceedings**

NIL

1.11.2 (ii) Finalised for minor penalty or major penalty proceedings NIL

(1.12). Programmes to advance understanding of RTI (Section 26):

NIL

(1.13). Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]:

As per guidelines received from DGHS, MOHFW as being a subordinate office transfer decisions are not taken at this office level . orders are from DGHS MOHFW

2. Budget & Programme:

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]:

BUDGET ALLOCATED (R .E) TO PORT HEALTH ORGANIZATION, MARMAGOA DURING 2024-2025

S.NO	Minor Head/Sub Head	Budget Estimate for 2025-2026(Rupees in thousands)
		(Sanctioned)
	2	3
1.	Salaries	4000
2.	Wages	100
3.	Rewards	40
4.	MT	100
5.	Allowances	4000
6.	LTC	200
7.	Training Expenses	50
8.	DTE	200
9.	OE	600
10.	RRT For Land And Building	20
11.	Printing And Publication	30
12.	Rent For Others	200
13.	Digital Equipment	25
14.	M&S	150
15.	Fuel & Lubricant	0
16.	Advertising And Publicity	0

17.	Minor Civil Works And Electrical Works	100
18.	PS	250
19.	Repair And Maintenance	200
20.	Other Revenue Expenditure	15
21.	SAP	10
	Total	10290

2.1.6 Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.

Sr. No	Sanctioned order no.	Particulars of Bill	Date	Amount(Rs.)	
1	PHMG/GeM PURCHASED REQUISITION NO./2024-25/01-02	Black ink	09.04.2024	1500 And Rs 580	
2	PHMG/GeM PURCHASED REQUISITION NO. /2024-25/03-04	SADHA SOLUTIONS	27.04.2024	600	
3	PHMG/GeM PURCHASED SAFAI KARAMCHARI BILL/2024-25/05	01 PERSON 9 MONTHS	07.06.24	300	
4	PHMG/GeM PURCHASED REQUISITION NO. /2024-25/03-06	A4 PAPER	13.06.24	300	
5	P.NO. GEMBILL 2024-25/07	BIOMETRIC DEVICE	20.06.24	5498	
6	PHMG/GeM BILL/2024-25/08	EPSON IN LK	27.06.24	1500	
7	PHMG/GeM BILL/2024-25/09	INDUCTION STOVE	02.07.24	2900	
8	PHMG/GeM BILL/2024-25/10	MODEM	03.07.24	2600	
9	PHMG/GEM PM – ABHIM/2024-25/01	a) LDC - 01 NO. b) HEALTH ASSISTANT - 04 no.	01.06.24	305373.16 1017910.53	

10	PHMG/GEM PM – ABHIM/2024-25/02	a)HEALTH ASSISTANT-01no 1) LDC- 01 NO	01.06.24	305373.16 254477.63	
11	PHMG/2024-25/GEM BIL -11	Stationary items	09.08.2024	5590	
12	PHMG/2024-25/GEM BIL -12	UPS for office (2 no)	14.08.2024	9300	
13	PHMG/2024-25/GEM BIL -13	Syringe for vaccination	14.08.2024	765	
14	PHMG/2024-25/GEM BIL -14	A4 size paper and envelop	02.08.2024	500	
15	PHMG/2024-25/GEM BIL -15	Pens and paper folder	03.08.2024	625	
16	PHMG/2024-25/GEM BIL -16	Vector surveillance items	15.10.2024	518	
17	PHMG/2024-25/GEM BIL -17	ANTI VIRUS (05 NOS.)	02.12.24	6295	
18	PHMG/2024-25/GEM BIL -18				
19	PHMG/2024-25/GEM BIL -19				
FY 25-26					
01	PHMG/2025-26/GEM BIL -01	KK ENTERPRISE	21.04.25	2400	
02	PHMG/2025-26/GEM BIL -02	PVS SYNDICATE	24.04.255	3878	
03	PHMG/2025-26/GEM BIL -03	FORMACIA NACIONAL	16.05.2025	840	
04	PM-ABHIM/2025-26/01	LDC	08.04.2025	373234	
		Health assistant		311028	

2.2 Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012):

(i) Budget for Foreign Tour - NIL

Budget for Domestic Tour for FY 2025-26 - DTE(DOMESTIC TRAVEL EXPENSES) Allocated Rs In Thousand -

2.2.1 BUDGET .SANTIONED IN .2025-26 - 200 000 (2 LAKHS)

(ii) DOMESTIC TOURS IN FY 2024-25 till NIL as on 03/06/2025

SL NO	TOUR	EXPENDITURE
01	POE Review Meeting	11257 Rs.

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No such programmes by this office

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]:

Nil

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]:

Nil

2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]:

Nil

3. Publicity Band Public interface

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)][F No 1/6/2011-IR dt. 15.04.2013]:

Policy formulation are not within the preview of this office

3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]:

Yes on the website. <https://ihpoe.mohfw.gov.in/and> and in case of any information the email id is pho-mhfw.goa@nic.in

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]:

Yes on the website <https://ihpoe.mohfw.gov.in> and the email id is pho-mhfw.goa@nic.in

3.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)]:

Yes on the website <https://ihpoe.mohfw.gov.in> and the email id is pho-mhfw.goa@nic.in

3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]:

Yes on the website <https://ihpoe.mohfw.gov.in> and the email id is pho-mhfw.goa@nic.in

4. E.Governance

S .No.	Item	Details of disclosure
4.1	Language in which the Manual/Handbook manual or handbook is available [F No. 1/6/2011-IR dt. 15.4.2013]	Available in English
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Yes, in 2015
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	Available on website https://ihpoe.mohfw.gov.in and the email id is pho-mhfw.goa@nic.in
4.4	Particulars of facilities available to citizens for obtaining information [Section 4(1)(b)(xv)]	information needed is accessible to the general public . in the official website https://ihpoe.mohfw.gov.in
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	Information is updated on a quarterly basis on the Central Information Commission website.
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	Information is updated on a quarterly basis on the Central Information Commission website.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	A reply is sent to the concerned division of MOHFW for compilation. No such questions in this FY

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Information
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs	1. Name of the Officer - Dr. Ashish Mandrelle, Dy PHO , CPIO email – ashish.mandrelle@gov.in 2) FAA - Dr Papiya Das - Port Health Officer , . E-Mail pho-mhfw.goa@nic.in . Address - Port Health Organization, Marmagoa, Goa, Marmugao Harbour area, Goa- 403803 4. Telephone No -0832-2993534
		(b) Earlier CPIOs & FAAs from 1.1.2015	CPIO- Dr Mangesh Patil PHS GRADE I
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not carried out
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	1. Name of the Officer - Dr. Papiya Das - Port Health Officer , since 02.02.2024 2. Designation - Port Health Officer. 3. Address - Port Health Organization, Marmagoa, Goa, Marmugao Harbour area Goa- 403803 4. Telephone No -0832-2993534 5. E-Mail pho-mhfw.goa@nic.in

		<p>(iv) Consultancy committee of key Stakeholders for advice on suo-motu Disclosure</p> <p>(a) Dates from which constituted</p> <p>(b) Name & Designation of the officers</p>	<p>02.02.2024</p> <p>1. Name of the Officers – Dr Papiya Das-Port Health Officer ,</p> <p>2) Dr Ashish Mandrelle- Deputy Port Health Officer ,</p> <p>3) Dr Neenu Robin , Medical officer</p> <p>4. Address - Port Health Organization Marmagoa Goa, Marmugao Harbour area Goa- 403803</p> <p>5. Telephone No - 0832-2993534</p> <p>6. E-Mail pho-mhfw.goa@nic.in</p>
		<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted</p> <p>(b) Name & Designation of the Officers</p>	<p>02.02.2024</p> <p>1. Name of the Officers - Dr. Papiya Das - Port Health Officer ,</p> <p>2) Dr Ashish Mandrelle- Deputy Port Health Officer ,</p> <p>3) Dr Neenu Robin , Medical officer</p> <p>4. Address - Port Health Organization Marmagoa Goa, Marmugao Harbour area Goa- 403803</p> <p>5. Telephone No - 0832-2993534</p> <p>6. E-Mail pho-mhfw.goa@nic.in</p>

5. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Information
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Yes. Displayed

6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	Not applicable
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PORT HEALTH OFFICER is and available at Port Health Organization, Marmagoa for any information, helps to the General Public

Signature
Name: Dr. Ashish Mandrelle
Designation: Deputy Port Health Officer, Marmagoa, Goa, (CPIO)
Date: 24.06.2025